



**Minutes of Board Meeting  
Wednesday, May 18, 2022 – 8:30 a.m.**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMWVHR0VhQT09>

**Or you may join by phone: (253) 215 8782; Meeting ID: 942 2900 7551 / Passcode: 893096**

**Attendees:**

Andy Hover, Commissioner, Okanogan County (Vice-Chairman)  
Wayne Turner, Council Member, City of Okanogan  
Kelly Hook, Mayor, City of Pateros  
Tim Rieb, Council Member, City of Brewster  
Jon Neal, Mayor, City of Oroville  
Aaron Studen, Council Member, Town of Twisp  
Sally Ranzau, Mayor, Town of Winthrop

**Absent:** Cindy Gagne, Mayor, City of Omak, Mayor (Chairperson); Rene Maldonado, Mayor, City of Tonasket

**Guests:**

Bob Watkins, Operations Director, OCTN  
Tom Moore, Clarity Consulting, Senior Consultant  
Dan Ireland, Project Manager, SCJ Alliance

**Staff:**

Brent Timm, General Manager  
Jackie Gleason, Finance/HR Director  
Paula Brantner-Thomas, Clerk of the Board  
Scott DeTro, Attorney  
Sarah Croskey, CLA Treasurer

\*All participants attended this meeting virtually

**Call to Order and Introductions**

Vice-Chairman Andy Hover called the meeting to order at 8:36 a.m. Introductions were given.

**Approval of Consent Agenda**

Board Member Jon Neal moved to approve the Consent Agenda as presented. The motion was seconded by Board Member Wayne Turner.



Vice-Chairman Hover called for the vote; the motion passed unanimously.

- Agenda
- Minutes from April 20, 2022, Regular Meeting
- Financial Reports
  - April 2022/May 2022 Voucher Certification – OCTA Treasurer
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8634-8693	\$53,667.54
Payroll	DD3410-DD3441	\$44,983.08
ACH/EFT/E-Pay		\$55,698.09
Total		\$154,348.71

**Public Comment:**

There was no public comment at this time.

**Old Business**

**Discussion: Clarity Consulting Presentation with Tom Moore; Workshop Venue Discussion**

Clarity Consulting Senior Consultant, Tom Moore, gave a presentation on information he has collected and prepared for the upcoming Board Workshop/Retreat on June 17, 2022. He shared a summary of interview synthesis/information and high-level themes he heard from staff and presented a slideshow. He stated the number one Board Retreat Intention he heard was to “define 5-year goals with tactics (e.g., strategies, objectives, projects).”

He discussed potential priorities to be discussed or explored during the workshop, based on conversations he had with staff:

- Purchase property/new facility
- Increase advertising and ridership
- Expanded hours and routes
- Ensure sufficient workforces such as drivers and mechanics
- Purchase more vehicles
- Continued focus and improvement
- Looking into the future

Board Members agreed these were viable issues/topics to be further discussed.

He discussed the “Role of the Board” (how the Board thought of themselves and what their responsibilities may be), reviewed what the workshop day might look like, preparation activities and confirming the agenda. Tom stated he will need feedback from staff regarding the final agenda.



General Manager (GM) Brent Timm suggested the Planning Committee take the lead on this, including Chairperson Cindy Gagne, and then pass along to the rest of the Board for review if needed.

Tom was thanked for his preparation and work performed thus far.

**Discussion: Resolution #2022-xx - A Resolution of the Okanogan County Transit Authority Board of Directors Establishing a Policy for Outstanding Accounts Receivables and Delegating Authority to the General Manager or Finance/HR Director to Write-Off Certain Outstanding Accounts Receivables and to Retain a Collection Agency as provided in RCW 19.16.500**

GM Timm informed the Board this draft resolution regarding outstanding vanpool payments was just a discussion/proposal for now as there was no current policy in place. He checked with other transit agencies to see what their policy was and learned very few agencies had a policy in place. He prepared a draft policy and Attorney Scott DeTro and Chairperson Cindy Gagne, who also manages a local collection agency, reviewed the draft, and provided suggestions. This policy would give authority to go out for collection and then write the debt off if it is not collectible.

The retention of a collection agency was discussed, and Attorney DeTro reported there is a statutory procedure that must be followed. He also stated a late fee amount and handling fee amount needs to be decided upon. There was discussion of possibly raising the minimum dollar amount, from \$9.99, to be referred for collection. It was also suggested to increase the maximum amount allowable “write-off” from the stated \$500 to \$1000; this would allow for incidental grant amounts for unallowable expenses charged to any particular grant.

The Board agreed to further review the draft policy and bring back as a discussion at next month’s meeting.

**New Business**

**Discussion: Open Public Meetings Act (OPMA) Changes per Engrossed Substitute House Bill (ESHB) 1329**

Clerk Paula Brantner-Thomas reported per ESHB 1239 there are changes to the OMPA effective June 9, 2022. There will not be any significant changes for OCTA as OCTA has already implemented most of the required changes. The following was noted:

- They encourage to continue to have available remote access to meetings via the phone, internet, etc. (as is currently done via Zoom) but they also require meetings be held at a physical location (unless there is a declared emergency by the agency). Attorney DeTro





reported effective June 1, 2022, agencies are no longer required to hold meetings solely remotely.

- OPMA now specifically permits members of a governing body to attend meetings remotely. As TranGO has the technology and space available for hybrid meetings, future meetings will be hybrid.
- Public Comment must be allowed, which OCTA has already been doing. Public agencies are encouraged to provide the ability for the public to observe and participate in the meetings through real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting. The Board agreed the Public Comment section will remain where it has been on the agenda (towards beginning of the meeting).
- They encourage to audio or video record meetings, and keep available online for 6 months, but this is not a requirement. She reported she had spoken with GM Timm about this who elected not to record meetings. It was mentioned that retention time frames can be lengthy and create additional work. Attorney DeTro also recommended not to record meetings.
- Adjournment, in OPMA context, means to reschedule a meeting. If an in-person meeting is adjourned (i.e., rescheduled), a copy of the order or notice of adjournment must be posted immediately after adjournment on or near the door where the meeting was held.

Vice-Chairman Hover stated there was a recent audit of a State Board he serves on, which was cited, as not everyone on the Board had completed the OPMA training as required every 4 years. He will forward training information to the Clerk of the Board who can forward to Board Members if need be. Attorney DeTro stated that OCTA has assumed the OMPA training requirements have been covered by each board member's respective municipality and has not been the burden of OCTA.

#### **Discussion: Vehicle Replacement Account**

Finance/HR Director Jackie Gleason reported in 2017 the Board passed a resolution which established a separate reserve bank account for vehicle replacement. This resolution stated deposits would be made to the reserve account on a monthly basis. However, since 2019 there haven't been monthly deposits. She suggested quarterly deposits instead of monthly and the specific amount would need to be determined. As of 2021, buses are depreciated out for 5 years of life.

They believed buses would arrive in 2022, therefore they recently allocated \$47,000 of the amount to be depreciated for the 5 buses that on order. GM Timm added the price of buses not yet ordered are expected to increase 40-60%. He suggested to include depreciation along with the expected price increase.



CLA Treasurer Sarah Croskey recommended to take a percentage of revenue from each year as over time everything will cost more. She also stated it would be prudent to invest the money and it was possible to put the money into a short-term rollover account. In addition, it would be nice to adjust the policy to allow GM Timm, Finance/HR Gleason, and the Board to utilize investment tools to support inflation.

Vice-Chairman Hover stated he believed OCTA should budget the money up front to consider depreciation and inflation and then at the beginning of each year transfer the entire amount into a reserve account, then invest the reserve account into short-term funds. Finance/HR Gleason will consult with CLA Advisor Jamie Fontaine regarding statutory requirements.

The Board agreed Finance/HR Gleason, CLA Treasurer Croskey and Attorney DeTro should work on a policy regarding putting the money in a reserve account and bring a draft before the Board next month.

### **Committee Reports**

#### **Finance Committee:**

Nothing to report at this time. Finance/HR Gleason will organize a future meeting.

#### **Facilities Committee:**

Nothing to report at this time

#### **Personnel Committee:**

Nothing to report at this time.

#### **Planning Committee:**

Nothing to report at this time, but a future meeting with Tom Moore will be organized prior to the upcoming June 17<sup>th</sup> workshop.

#### **Executive Committee:**

Nothing to report at this time

#### **General Manager's Report:**

General Manager Brent Timm reported the following:



- Engineering Services Update – A professional service agreement was signed with SCJ Alliance and reviewed by Attorney DeTro. He and Finance/HR Gleason met in-person with Project Manager Dan Ireland at the TranGO office and provided him with a copy of the plans that had been worked on thus far.
- Facility Needs – He expressed the importance for the need of a new facility due to outgrowing TranGO's current space and lack of privacy for management personnel as the Operations Manager has no door to his office. Also, taking expansion into consideration and additional future staffing needs there is no additional office space.

He informed the Board of the current buses that are out of service at the repair shop and there are no extra buses available. He stated an agency owned maintenance shop is strongly needed as Sunrise Chevrolet is currently performing the bus maintenance, but they are only designating one day per week to TranGO and are getting further and further behind on preventative maintenance. GM Timm was asked if the agency was locked into using Sunrise and replied yes and no. They must have an ASC certified mechanic to work on the buses, in addition to a large enough lift, but the agency is not contracted with them at the moment. He has considered having a contract in place with Sunrise to work on the buses in timely manner. It was suggested the agency might need to consider looking elsewhere if Sunrise is unable to complete the work timely.

Vice-Chairman Hover suggested GM Timm meet with the Omak and Okanogan Mayors and Roni Holder-Diefenbach from Economic Alliance to discuss potential property for sale.

GM Timm had nothing further to report other than what was provided in his written Manager's Board Report.

### **Operations Manager Report:**

Operations Manager Mike Foth was absent from the meeting but provided a written report for the Board which also addressed the need for a maintenance shop and the number of buses out of service.

### **Finance/HR Director's Report**

Finance/HR Director Jackie Gleason reported on the following:

- Three more people still need to submit the completed Department of Retirement Systems Retirement Status Verification form.



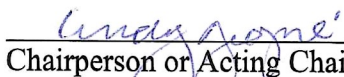


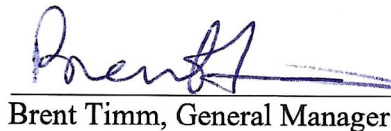
- CLA Treasurer Croskey did research on the vehicle reserve account and \$308,676.31 needed to be transferred from savings to the vehicle reserve account, which then brought the account up to 1.3 million. Vice-Chairman Hover asked how the transfer was authorized and if the Board had to do a resolution to transfer the money or if it automatically could be transferred. Attorney DeTro stated he didn't believe it required a resolution but would check on that.
- Regarding the Accounting Conversion Update, a contract was completed and signed with Tyler Technology however they are not moving very quickly.
- She attended virtually Session 2 of the TNLI Program.
- She is working on draft Request for Proposal to redesign TranGO's website.
- Annual Background Checks have been completed and returned.
- She discussed a consideration of a COLA increase for TranGO employees as recent reports show a 7.5-8% cost of living increase. GM Timm stated he believed this would be a good topic for the Personnel and possibly Finance Committees. Finance/HR Gleason stated she would organize a future meeting with them. Vice-Chairman Hover added that if there is a proposed wage increase, to have a total cost compensation available for review.

**Adjourn:**

There being no further business to come before the Board, Vice-Chairman Hover adjourned the meeting at 10:00 a.m.

**APPROVED:**

  
Chairperson or Acting Chair

  
Brent Timm, General Manager

**ATTEST:**

  
Paula Brantner-Thomas, Clerk of the Board